

Job Title: Director – School Food Services



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide the School District of Escambia County with a nutritionally sound food services program which is cost efficient and meets the needs of students.

ESSENTIAL JOB FUNCTIONS

- Plans and manages the District's food services budget.
- Coordinates the preparation of periodic reports.
- Assures proper records are maintained for audit purposes.
- Establishes guidelines emanating from state, federal (USDA) laws, and School Board policies.
- Oversees the annual expenditures and revenue of the budget paying all direct and indirect costs.
- Oversees the bidding and food selection process.
- Prescribes procedures for all aspects of financial accountability and reporting.
- Oversees the annual menu planning initiatives as executed by the food services department.
- Completes drawings and specifications for all school cafeteria replacement equipment budgeted annually and oversees the bidding process.
- Develops guidelines for sanitary practices and for maintaining the integrity of the food protection chain.
- Oversees the free and reduced meal program for needy students assuring it meets all requirements and criteria.
- Interacts as necessary within the District with all individuals and entities that may impact the food services program.
- Evaluates and monitors the allocation food service workers and the formula on which allocations are based
- Interfaces with FDACS, FNW, Florida State Auditor General, USDA representation, Health Department, and School Board.
- Assists in maintaining a positive public relations program.
- Participates in the planning of new facilities and renovation of existing facilities.

- Submits recommendations to the School Board for new or revised policies.
- Keeps well informed about current trends and best practices in food service.
- Facilitates the development of staff in-service activities and conferences.
- Develops and implements pilot student and program innovations.
- Maintains a network of peer contacts through professional organizations.
- Sets high standards for self and others.
- Motivates employees by coordinating expenses-paid junior college food services management courses.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Evaluates and monitors the allocation of food service workers and the formula on which allocations are based.
- Coordinates menu analysis and solicits input from managers, students, and parents.
- Exercises proactive leadership in promoting the vision and mission of the department.
- Demonstrates initiative in identifying potential problems and takes appropriate action.
- Facilitates problem solving by individuals and groups.
- Educates, through community outreach and training seminars, healthy eating habits and nutrition tips for parents.
- Promotes and supports professional growth for self and others.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Business Administration, Institutional Food Service Management, or related field.
- Bachelor's Degree from an accredited educational institution in Hotel, Restaurant, Institutional Management, Hospitality Management, or related field, with six (6) semester hours in food and nutrition and nine (9) semester hours in three (3) of seven (7) specific areas of institution administration.
- Internship approved by American Dietetic Association; or, five (5) years of school food services experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of School Board policies, statutes, rules, and regulations relating to areas of responsibility.
- Requires the ability to display skill in the use of computers and other technological equipment.
- Requires the ability to manage and supervise personnel.
- Requires the ability to plan, organize, and prioritize activities related to assignments.
- Requires the ability to communicate effectively, both orally and in writing.

- Requires the ability to display knowledge of budgeting procedures.
- Requires the ability to display knowledge of USDA rules and regulations related to School Food Services.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: